

**From:** 575 Center Manager <[REDACTED]>

**To:** undisclosed-recipients;

**Subject:** New Photos for ID's

**Date:** Wed, 23 Oct 2013 19:09:23 +0000

**Attachments:** image010.emz; image011.emz; image014.emz; image016.emz

**Inline-Images:** image001.gif; image012.png; image013.png; image015.png; image017.png; image018.png; image019.png

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# Memo

To: Valued Clients

From: Virgo Business Centers

Date: 10/22/13

Re: **New Photo ID's**

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Dear Tenants,

On Wednesday, October 30, 2013 from 10AM-12PM we will be taking photos for our new ID's for the building. Please make all your employees aware of the time and date. On Oct 30<sup>th</sup>, please see someone at reception to find out what room this will take place in. If you have any questions please call Virgo management at 212-600-2300.

Regards,

Margaret Petruccelli

Center Manager

Virgo Business Centers

575 Lexington Avenue

4<sup>th</sup> Floor

New York, New York 10022

